



# Los Angeles County Commission on Disabilities



## *Access Services, Inc (ASI) Board of Directors Member Application Form*

Today's Date: \_\_\_\_\_

### **Section 1**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax Number (Optional): \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Employer's Telephone: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

### **Section 2**

Community Activities (Please attach a separate sheet if additional space is needed):

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Organizations and Memberships (Please attach a separate sheet if additional space is needed): \_\_\_\_\_

Additional qualifications/comments (Please attach a separate sheet if additional space is needed): \_\_\_\_\_

### **Section 3**

Are you available to attend monthly meetings of the ASI Board and the Commission on Disabilities? YES \_\_\_ NO \_\_\_

Please attach a Resume and two Letters of Recommendation, focusing on your qualifications and advocacy skills, to your completed application.

I declare that my statements above is true to the best of my knowledge and experience and that I have received and read the *Appointing Procedures for the ASI Board of Directors*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return completed applications and required documents to:

Los Angeles County Commission on Disabilities  
500 West Temple Street, Room 383  
Los Angeles, CA 90012

Phone: 213-974-1053 • FAX: 213-633-5102 • E-mail: laccod@bos.lacounty.gov



LOS ANGELES COUNTY COMMISSION ON DISABILITIES  
Appointing Procedures  
Access Services, Incorporated Board of Directors

**Selection Committee**

The representative of the Los Angeles County Commission on Disabilities ("Commission") to serve on the Board of Directors of Access Services Incorporated ("Access Services") shall be selected as follows:

A selection committee shall be appointed by the Chair of the Commission. The committee shall include representation from the following disability and community groups:

- physical
- developmental
- mental
- sensory
- senior

The selection committee shall have a maximum of seven members, no more than four of whom can be members of the Commission.

**Qualifications**

The Commission sets the following as qualifications for potential candidates to serve as the Commission's representative on the Access Services' Board of Directors:

- A person with a disability or a rider of ASI or someone with more than three years experience working with a diversity of disabilities
- Experienced in making public presentations
- Ability to develop written reports
- Ability to present monthly reports to the Commission
- Ability to present quarterly or as needed reports to the Commission's Executive Committee
- Ability to perform the duties of an ASI Board Member as listed in the ASI Bylaws which may include attending additional meetings and participating in activities not required or requested by the Commission
- Proven ability in constructive advocacy for the disability community
- Familiarity with parliamentary procedure

***A person is not qualified if he/she is a family member of an employee or member of the board of Access Services. A person is not qualified if he/she is a***

~~**member of the Los Angeles County Commission on Disabilities, an employee or member of the board of a Los Angeles County Independent Living Center, a family member of an employee or member of the Board of Access Services.**~~

### **Application Process**

All potential candidates must complete and submit the nomination application and submit the following information:

- Resume
- **Two** Letters of Recommendation (to be on qualifications and ability in advocacy)

**Applications shall be available in alternative format upon request.**

### **Solicitation**

The Commission shall use its most updated and completed mailing list to announce the nomination process to solicit all potential candidates.

The Commission shall announce the nomination process to the Member Organization's of Access Services Incorporated.

The announcement shall include the following:

- Commission's address
- Deadline for completion and submitting of application
- Time line of the process

**Announcements shall be available in alternative format. The appropriate format will be mailed to the needs of the organizations accordingly.**

### **Interview**

The committee shall interview **all** top qualified candidates upon completion of the following procedures:

- Review all applications
- Determine candidates interviewed based on the qualifications
- Interview qualified candidates (a numerical cap shall not be assessed and all

top qualified candidates will be interviewed)

### **Committee Action**

After completing the interview process, the committee shall present a recommendation to the Commission for approval one month prior to the date set for appointment.

### **Reporting of Commission's Appointment:**

The Commission shall send written notification of its appointment to Access Services and the Los Angeles County Board of Supervisors. The notification shall be sent via mail, e-mail, or fax.

### **Terms of Appointment**

The Commission's appointee shall serve for the term prescribed for members of the Board of Directors as stated in the Bylaws of Access Services or at the pleasure of the Commission. The Commission at any time may remove their appointee.

### **Duties of the Appointee**

The Appointee shall perform the duties listed for members of the Board of Directors as stated in the Bylaws of Access Services. This may include attending additional meetings and participating in activities not required or requested by the Commission.

The Appointee shall communicate monthly with the Advisory Committee of Access Services.

The Appointee shall ~~report quarterly~~ submit a monthly written report and a monthly verbal report to the Commission on the actions taken by Access Services.

The Appointee shall present a quarterly or as needed verbal report to the Commission's Executive Committee.

The Appointee serves in a volunteer capacity in this position representing the Commission and will receive no compensation from the Commission.

### **Termination due to Resignation, Death or Removal**

The Appointee's position on the Board of Directors of Access Services shall become vacant upon his or her death, resignation, or removal by the Commission. Upon

notice of a vacancy in the position of Appointee, the Commission shall select a date for an election for a new Appointee to serve the remainder of the term.

After notice of a vacancy, the Commission, during its next regularly scheduled and noticed meeting, shall select an Interim Appointee to serve on the Board. The selection of an Interim Appointee shall be by a majority of those members present. The Interim Appointee shall serve until such time as the election is held for the position of the Appointee.

*Adopted:* June 18, 1997  
*Suggested Revisions:* November 14, 2011

DRAFT